

EXCELLENCE IN ADVISING AWARD

Section I

INTRODUCTION

The Excellence in Advising Award is intended to recognize and reward the student advising efforts of those whose performance adds value to the college experience for students, colleagues, and the campus community. Recipients should exemplify qualities that make it clear their contributions go beyond what is required for the routine discharge of their advising duties. Nominators should consider how candidates' actions model criteria listed in Section V.

Dakota College realizes the impact advising has on students' career, academic, and personal goals. This award is intended to recognize the positive effect advising can have on student retention and persistence to graduation. Through its advising program, DCB considers the needs and interests of students and provides a platform for responding positively to those needs and interests.

Dakota College at Bottineau strives to be a place where the contributions of all faculty and staff are valued. The Excellence Award provides an opportunity for DCB to recognize a colleague who represents contributions that are extraordinary and exceptional in student advising. It is not the intent of the Ad Hoc Committee that these awards shall be used for any political purpose whatsoever.

Section II

FACULTY AWARD FOR EXCELLENCE IN ADVISING Selection Committee

- Faculty Senate President and Secretary
- Staff Senate President and Secretary
- Student Senate President and one other student appointed by the President
- The Campus Dean or his/her designee from the Dean's Council
- Foundation President or his/her designee from the Executive Board
- The Librarian

Members of the Selection Committee nominated for the award will excuse themselves from the meeting(s) at which nominees are being considered.

There will be only one recipient each year.

Section III

ELIGIBILITY

Permanent, fully benefited individuals with 12 months of employment by the nomination deadline are eligible. For purposes of this award, faculty are defined as those who qualify for membership in the faculty senate.

Eligible faculty can self-nominate with the approval of the Associate Dean for Academic Affairs.

Faculty are not eligible for nomination in the year that follows their being the recipient of the excellence award.

In order for an individual to be considered by the Selection Committee, there must be at least three nominees. If there are less, a subcommittee of three from the Selection Committee will bring forth a nomination, or nominations, to complete the pool.

Section IV

NOMINATION PROCEDURE

1. Nomination forms will be sent through e-mail, can be downloaded from the Dakota College at Bottineau website, and will be available in the Business Office.
2. Dakota College at Bottineau students, staff, faculty, or administrators may nominate.
3. Anonymous nominations will not be considered.
4. Nominations will be accepted beginning in March and are to be delivered to the Campus Dean's Office.
5. The deadline for nominations is 4:00 PM on April 9, 2018.
6. Nominations will be sent to the Selection Committee for review after the deadline date in April.
7. The Selection Committee will begin the review process in April.
8. Award recipients are announced at the annual Recognition Luncheon.

Section V

CRITERIA

Nominations for the Excellence Award in Advising may be made by completing this form. The selection criteria are as follows:

In 50 words or less, describe how the nominee fulfills 5 of the 10 advising measures listed below. Please complete *only* 5 of the 10 measures.

1. Demonstrates a concerned attitude toward students

2. Monitors student progress toward academic and career goals

3. Demonstrates familiarity with institutional regulations, policies, and procedures

4. Initiates frequent contact with advisees and is committed to being accessible to students

5. Possesses strong interpersonal skills

6. Collaborates with colleagues

7. Engages in “developmental” advising with advisees versus only assisting advisees with course selection

8. Provides effective and ongoing advising

9. Displays a passion for education and learning

10. Impacts advisees beyond graduation

_____, **Nominator's signature**

_____, **Supervisor's signature** (if self nomination)

_____, **Selection Sub-Committee signatures**

(Revised 2-3-2016)